

The Housing and Community Development Authority is accepting resumes for a Summer Intern position

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Joe Palus at [JPalus@ihcda.in.gov](mailto:JPalus@ihcda.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 601136 via the state's job bank at [www.IN.gov/spd](http://www.IN.gov/spd) . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted February 10, 2016

Please see next page for job description.



Our Mission: IHCDCA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDCA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

<b>Title</b>	Research Specialist (Internship)	<b>Exempt</b>
<b>Reports to</b>	Director of Research and Innovation	<b>Date last revised:</b> January 26, 2016
<b>Supervises</b>	N/A	
<b>Anticipated Salary Range</b>	\$11.30/hr.	
<b>Summary</b>	The Indiana Balance of State Continuum of Care oversees the allocation of resources intended to serve individuals and families experiencing or at risk of homelessness in every county in Indiana except for St. Joseph and Marion Counties. The Indiana Housing and Community Development Authority Research and Innovation Department is seeking a summer intern to assist the department in replicating, expanding and implementing recommendations from the rebalancing project commenced last summer. The position will include developing data collection platforms, reports and dashboards so that the BOS CoC Board of Directors can track progress of outcomes set forth in the annual Continuum of Care Program application.	
<b>Evaluation of performance</b>	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDCA and its associated governing entities.	
<b>Key outcomes expected</b>	<p>Work with IHCDCA staff, the Indiana Balance of State Continuum of Care Board, and the Corporation for Supportive Housing, one of IHCDCA's partners for the Indiana Balance of State Continuum of Care (BoS CoC) to:</p> <ol style="list-style-type: none"> <li>1) Learn about the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and its implications for Indiana's homeless services system;</li> <li>2) Review the sources of data that the BoS CoC uses to inform its planning, strategy and funding allocation decisions as well as data that it could use to improve its efforts in each of these areas.</li> <li>3) Review methodology and results from last year's rebalancing project and develop a plan for replication/expansion in conjunction with Research &amp; Innovation staff and the Indiana Balance of State Homeless Continuum of Care (BoS CoC) Board of Directors.</li> <li>4) In consultation with IHCDCA staff and consultants and BoS CoC Board, develop mechanisms to: <ol style="list-style-type: none"> <li>a) Track progress toward implementation of prior year recommendations;</li> <li>b) Improve access to and organization of publicly available data; and</li> <li>c) Replicate the prior year rebalancing analysis with a broader sample and changes to methodology as appropriate</li> </ol> </li> <li>5) Develop final report summarizing progress toward already established goals as well as a timeline and recommendations for expanding and improving the rebalancing project.</li> <li>6) Comply with all policies of IHCDCA.</li> <li>7) Other duties as assigned.</li> </ol>	



<b>Critical skills, knowledge, and behaviors</b>	<p>Ability to draw a reasoned conclusion from data and be able to support and present this conclusion to community partners.</p> <p>Ability to plan and set direction for large groups of people.</p> <p>Proven verbal and written communication skills are essential</p> <p>Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Strong presentation skills and the ability to facilitate both large and small group presentations.</p> <p>Demonstrates strong customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills (i.e. Microsoft Word, Excel, Internet usage (e-mail)) as well as SPSS.</p>
<b>Education, experience, degrees, licenses</b>	<p>A successful candidate will have completed six semesters of a social science degree and have a strong background in research methodology and elementary statistics. A working knowledge of Excel and attention to detail is a must.</p> <p>The internship will offer a student firsthand knowledge of the challenges government agencies face collecting and using data to achieve positive outcomes and the opportunity to work with the Research and Innovation staff to problem solve around these challenges.</p>
<b>Work environment and physical demands</b>	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Work requires spending long periods in front of a computer.</p>